



# ACADEMIC REGULATIONS

## Universal Assessment Regulations

### *The University's Examining Bodies*

#### Document Control

Responsibility for Policy:	Registrar
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## 1 Implementation

These existing regulations were revised for implementation in 2022/23 academic year incorporating a revised Board structure.

## 2 Introduction

The University operates 3 types of examining body:

- The Subject Meeting;
- the Boards of Examiners;
- the Registrar's Advisory and Operational Groups.

The membership and terms of reference for each of these is shown below.

## 3 Subject Meetings

### 3.1 Membership and Attendance

- 3.1.1 Each School/Department [or equivalent] will have its own meetings as appropriate to the structure of the School/Department, comprising:
- o the Head of School/ Department [or equivalent] or nominee [who will normally chair the Meeting];

- the Assessment Co-ordinator;
- all teaching staff involved in assessing the work of students.

3.1.2 The Meeting will normally be serviced by the appropriate School/Department Office who will take formal minutes.

3.1.3 The quorum will be half of the full membership.

### **3.2 Terms of Reference**

3.2.1 The Subject Meeting will take place before the School/Department Continuation and Award Board. The aim of the meeting is to ensure the School/ Department Board run smoothly by ensuring that all data relating to assessment is available, and that likely issues, and strategies for resolving them, have been identified.

3.2.2 The Meeting will consider and agree marks, grades and overall results for all credit-rated blocks [and modules for Exchange/Study Abroad students] for which the School/Department is responsible, *irrespective of the programme of study for which the students are registered*. The meeting will decide the form of any re-assessment.

3.2.3 Agreement of Confirmed Advent Term Results for Study Abroad / Exchange Students: A meeting in January, before the Study Abroad Continuation and Award Board, will consider and confirm module results and decide the form any re-assessment of failed modules will take.

### **3.3 Procedures**

3.3.1 The Chair of the Subject Meeting is responsible for ensuring that the meetings are conducted in accordance with the Academic Regulations.

3.3.2 Mark sheets are strictly confidential, no marks can be disclosed to students except in accordance with the regulations governing the disclosure of marks.

3.3.3 Formal minutes should include a record of all decisions taken, or action needed, after discussion of individual students.

3.3.4 The Registrar will issue detailed procedural guidance annually.

3.3.5 Student Enrolment and Administration will advise each School/Department which blocks and modules must be considered at their Subject Meeting, and exactly how to extract relevant material from SITS.

3.3.6 The Meetings are expected to make recommendations for prizes.

## **4 The Boards of Examiners**

### **4.1 Types of Board**

#### 4.1.1 Continuation and Award Boards

- [a] Continuation and Award Boards form the second stage of a two-stage examining process. [The first stage, involving the consideration of results from individual postgraduate modules or undergraduate credit-rated blocks, will normally have been undertaken by Subject Meetings].
- [b] There are THREE Continuation and Award Boards:
- the School/Department Board [*responsible for recommendations relating to all Undergraduate and Postgraduate students whose provision sits entirely within one School or Department*]
  - the University Board [*responsible, on behalf of Senate, for decisions relating to all Undergraduate and Postgraduate students*]
  - the Board for Study Abroad/Exchange Students.

### 4.2 School Continuation and Award Boards

#### 4.2.1 Membership and Attendance

- [a] Each School/Department Board will comprise:
- a School/Department External Examiner [*not required for Study Abroad/Exchange Students*];
  - Head of School/Department, who will Chair the Board [the Study Abroad/Exchange Board will be chaired by the Associate Dean, International];
  - one member of each Subject Meeting within the remit of the Board;
  - the Registrar or nominee to provide regulatory guidance;
  - one representative from each Network of Hope College when appropriate.
  - In addition, the Boards for PGCE will include representatives of Partnership Schools, the School Partnerships Director [or equivalent] and any other relevant external colleague invited by the School.
- [b] Each Board will be serviced by the appropriate School/Department Admin team.
- [c] The full membership will normally attend the main end-of-session meeting.
- [d] Internal Examiners are **not** normally entitled to take annual leave at time that would result in:  
EITHER their subject not being suitably represented at a Continuation and Award Board;  
OR the undermining of a Continuation and Award Board's ability to receive appropriate information about the students under consideration.

#### 4.2.2 Terms of Reference for School Continuation and Award Boards [except the Board for Study Abroad/Exchange Students]

Following the University Regulations and Guidelines, the meeting[s] will:

- [a] receive and consider any generic issues that the Subject Meetings wish to draw to the attention of the Board;
- [b] receive a full profile of the agreed assessment results for all students within the remit of the Board;
- [c] receive a recommendation from the Subject meeting that a full profile of accurate assessment results was considered for all students including those Combined Honours and Study Abroad students who are not within the remit of the Board;
- [d] receive a confirmation from the representative of each Subject Meeting that the data for their students in "c" above are accurate and that the form of any re-assessment of failed assessments was decided at the Meeting;
- [e] confirm results and reassessment requirements for each student where appropriate and recommend the outcomes to the University Board. This includes recommendations relating to academic misconduct, mitigating circumstances, non-engagement etc.
- [f] receive recommendations relating to continuation, completion and degree classification OR authorise the Chair to determine an outcome in liaison with the Registrar;
- [g] receive and consider comments from the School/Department External Examiner, and other members of the Board;
- [h] identify issues for consideration at the next meeting of the Registrar's Operational or Advisory Groups.

#### 4.2.3 Terms of Reference [the Board for Study Abroad/Exchange Students]

The Board will meet as necessary to:

- [a] receive and consider any generic issues that the Subject Meetings wish to draw to the attention of the Board;
- [b] receive a full profile of the agreed module results for all students within the remit of the Board;
- [c] receive a confirmation from the representative of each Subject Meeting that the data for their students in "b" above are accurate;
- [d] confirm results and reassessment requirements for each student where appropriate and recommend the outcomes to the University Board. This includes recommendations relating to academic misconduct, mitigating circumstances, non-engagement etc.
- [e] recommend an overall outcome to the University Board OR authorise the Chair to determine an outcome in liaison with the Registrar;

- [f] receive and consider comments from members of the Board;
- [g] identify issues for consideration at the next meeting of the Registrar's Operational or Advisory Groups.

#### 4.2.4 Procedures

- [a] The Chair will be responsible for ensuring that the meetings are conducted in accordance with the Academic Regulations, and associated guidance.
- [b] The transcripts will be treated as strictly confidential, and no marks will be disclosed to students except in accordance with the Regulations.
- [c] Formal Minutes will be taken at each meeting.
- [d] The Registrar will issue detailed procedural guidance annually.

### **4.3 University Continuation and Award Boards**

#### 4.3.1 Membership and Attendance

The Board will comprise:

- the Deputy Vice Chancellor with responsibility for student matters [or equivalent] or nominee [Chair of the Board];
- the Registrar or nominee providing regulatory guidance;
- at least one other member of The University Senior Executive Team;
- Other members of the Student Enrolment and Administration office may be in attendance as appropriate.

#### 4.3.2 Terms of Reference

The meeting will, on behalf of Senate:

- [a] receive and consider the generic issues that School/Department Boards wish to draw to the attention of the Board;
- [b] ensure consistency of student continuation and awards between and within individual Schools and Departments;
- [c] receive a full profile of the agreed assessment results for all students within the remit of the Board; the Chair of the Board may agree to receive a list of students who have progressed without issue provided this list has been subject to scrutiny prior to the Board by the University Registrar;
- [d] receive a confirmation from Subject Meetings (Combined Honours and Study Abroad students) and from School/Department Boards (Single Honours and Combined within one School/Department students) that the marks and grades shown on the transcripts are accurate and that

the form of any re-assessment of failed assessments has been agreed;

- [e] with reference to the overall profiles the Board will consider recommendations from School/Department Boards and Subject Meetings and, on behalf of Senate, will determine the student's overall Continuation or completion status including confirming the degree classification as appropriate.
- [f] The Board may assign a different outcome 'notwithstanding the regulations' in order to ensure each student is treated equitably; the rationale for such decisions will be recorded in the minutes;
- [g] Where further investigation is needed the Board will authorise the Chair to determine an outcome in liaison with the Registrar;
- [h] confirm the arrangements for the publication of results;
- [i] identify any issues for consideration at the next meeting of the Registrar's Operational or Advisory Groups.

#### 4.3.3 General Procedures

- [a] The Chair will be responsible for ensuring that the meetings are conducted in accordance with the Academic Regulations, and associated guidance.
- [b] Transcripts will be treated as strictly confidential, and no marks will be disclosed to students except in accordance with the Regulations.
- [c] Formal Minutes will be taken at each meeting.

#### 4.3.5 Appeals

Students who wish to appeal against a decision of a Continuation and Award Board will proceed in accordance with the University's Academic Appeals Procedures.

## 5 The Registrar's Advisory Group (RAG)

### 5.1 Membership

- Chair (Registrar)
- Deputy Registrar
- Chair or Nominee from each School Academic Committee
- Senior Assessment Advisors (SAA) as appropriate
- Students' Union President
- Senior FSAA (as appropriate)
- University Executive Officer (one to represent all)

## **5.2 Servicing**

RAG will be serviced by the Student Enrolment and Administration office.

## **5.3 Terms of Reference**

5.3.1 RAG will be responsible, on behalf of Academic Committee, for devising, reviewing, and proposing amendments to:

- generic assessment descriptors, formal university-wide marking scales, and the set of grades associated with each mark;
- the University's regulations and conventions governing Continuation and Awards;
- the University's regulations and conventions governing academic misconduct;
- the University's regulations and conventions governing other aspects of assessment, as appropriate.

## **6. The Registrar's Operational Group (ROG)**

### **6.1 Membership**

- Chair (Deputy Registrar)
- Registrar
- University Executive Officers
- Student Union President
- One Network of Hope Representative from each Partner College
- Senior Assessment Advisors (as appropriate)
- Senior FSAA (as appropriate).

### **6.2 Servicing**

ROG will be serviced by the Student Enrolment and Administration office.

### **6.3 Terms of Reference**

6.3.1 ROG will be responsible for considering operational issues relating to [inter alia]:

- the use of SITS for assessment purposes
- the publication of results
- the conduct of School and University assessment Meetings and Boards
- arrangements for University examinations
- arrangements for Dissertations [or equivalent]
- arrangements for coursework assessments.